FiLM iNDEPENDENT

Relationship Manager, Corporate Sponsorship

Job Description:

Film Independent is nonprofit organization whose mission it is to champion the cause of independent filmmakers from underrepresented backgrounds. We produce the Film Independent Spirit Awards, recognizing the finest achievements of American independent filmmakers; the LA Film Festival, showcasing select new works from emerging and established independent storytellers and Film Independent at LACMA, a year-round, weekly program that offers unique cinematic experiences.

Our corporate sponsorship team is responsible for identifying, fostering and nurturing our corporate relationships in order to secure vital funds for the organization. The team is headed by its Director, and consists of an Associate Director, two relationship managers and an assistant. As an essential part of the Corporate Sponsorship Team, the Relationship Manager provides excellent stewardship to Film Independent's sponsors and secures in-kind and budget-relieving support for the organization. The Relationship Manager also oversees the advertising sales across all of Film Intendent's channels. The Relationship Manager will report to the Director of Corporate Sponsorship.

Responsibilities:

- Prospect, cultivate and secure advertisers for our website, e-newsletters and screening invitations;
- Prospect, cultivate and secure in-kind budget relieving services from sponsors. Draft proposals to interest prospects in exchanging goods and services for marketing benefits;
- Once sponsors are secured by fundraisers, for a single program or multiple programs, set up calls to discuss all timelines and deliverables. Ensure that sponsors are reaping all benefits attached to their packages and work with individual departments to make sure that there is a steady stream of communication with sponsor;
- Consistently follow up with all sponsors on upcoming benefits and fulfillment elements; liaise with internal teams to ensure that benefits are being provided as per contracts;

- Manage the administration of Sponsor RSVPs/VIP ticketing at Film Independent events and ensure VIP service to sponsors;
- Provide stellar stewardship and manage fulfillment for the LA Film Festival, Film Independent at LACMA and Spirit Awards with sponsors as assigned;
- Keep current accurate and updated sponsor prospect materials;
- Guide Corporate Sponsorship assistant with process for follow-up wrap packages to assigned program sponsors including pertinent items such as thank-you notes, photographs, detailed spreadsheets, copies of advertisements and press, copies of program books and other collateral;
- Research potential prospects using all available resources such as publications, internet, guides, databases, and other comparable organizations' list of sponsors;
- Prospect, brainstorm and suggest targets based on current news items, research, affiliation with other Film Independent programs and other clever tie-ins;
- Serve as an ambassador for the corporate sponsorship team across all other Film Independent departments;
- Prepare agendas and items for discussion for all external and internal meetings related to your specific sponsors;
- Other duties, as assigned.

Ideal Candidate:

The ideal candidate is an excellent communicator with an interest in the nonprofit sector. This candidate will also have an interest in pursuing fundraising as a career. The candidate will have a minimum of five years' experience working in the fundraising sector or on the corporate side in a marketing or event management role. Candidates representing brands at third party agencies will also be highly considered. We require a Bachelor Degree from an accredited college or University. A competitive salary and full benefits are provided. At Film Independent, we value diversity in the workforce.

What we offer:

- Competitive salary
- Medical, vision and dental benefits
- Generous vacation time
- Film Independent membership

To apply, please send cover letter, resume and salary requirements to jobs@filmindependent.org. No phone calls please.